



# REQUEST FOR INFORMATION

## City of Hampton

ISSUING OFFICE:

Consolidated Procurement Div.  
1 Franklin Street, Suite 345  
HAMPTON, VA 23669  
TELEPHONE: (757) 727-2200  
FAX: (757) 727-2207

DATE: July 31, 2012

Attention of Offeror is Directed To Section  
2.2-4367 to 2.2-4377 Code of Virginia  
(Ethics In Public Contracting)

**SEALED INFORMATION** will be received in the Issuing Office above until Closing Date and Closing Time as specified in this solicitation including any addenda issued by this office. HCS of Hampton is not responsible for late delivery by U.S. Postal mail or other couriers. All inquiries for information regarding this Request for Information are to be directed to the Issuing Office as defined herein.

**COMMODITY: Energy Conservation**

**NIGP CODE: 918-41**

PLEASE FILL IN RESPONDENTS NAME &  
ADDRESS IN THE SPACES PROVIDED BELOW:

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**THIS IS NOT AN ORDER**

RFI ITEM NO.  
13-344097/D

**PROCUREMENT OFFICER**  
**Doris McRae, CPPB**  
Procurement Manager

**CLOSING DATE**  
August 23, 2012

**CLOSING TIME**  
3:00 P.M. EST

**PREINFORMATION CONFERENCE**  
NONMANDATORY  
DATE: N/A  
TIME:

THE SCHOOL BOARD OF THE CITY OF HAMPTON, HEREAFTER REFERRED TO AS "HCS", RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL INFORMATION IN WHOLE OR IN PART.  
**THE SCHOOL BOARD OF THE CITY OF HAMPTON DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.**

The School Board of The City of Hampton is seeking Information from qualified Respondents to provide a Customized energy Management and Conservation program.

**ACKNOWLEDGE RECEIPT OF ADDENDUM: #1\_\_\_ #2\_\_\_ #3\_\_\_ #4\_\_\_ (Please Initial)**

THE SCHOOL BOARD OF THE CITY OF HAMPTON CANNOT LEGALLY AGREE TO ANY CLAUSE INDEMNIFYING THE CONTRACTOR FROM ANY DAMAGES ARISING OUT OF THE CONTRACT/AGREEMENT/LEASE OR HOLDING THE CONTRACTOR HARMLESS. THE SUBMISSION OF A INFORMATION CONSTITUTES AN AGREEMENT BY THE CONTRACTOR NOT TO REQUEST SUCH LANGUAGE IN THE RESULTING CONTRACT. IN COMPLIANCE WITH THIS SOLICITATION AND TO ALL THE CONDITIONS IMPOSED HEREIN, THE UNDERSIGNED AGREES TO PERFORM ANY CONTRACT AWARDED AS A RESULT OF THIS SOLICITATION. THE FOLLOWING SECTION SHALL BE SIGNED BY AN AGENT AUTHORIZED TO BIND THE COMPANY. FAILURE TO EXECUTE THIS PORTION MAY RESULT IN INFORMATION REJECTION.

Authorized Agent:

Signature

Type or Print Name

Email Address

Telephone Number

Fax Number

Company FEI/FIN#

ENCLOSURES

## I. PURPOSE

The purpose of this RFI is to solicit sealed Information from qualified Respondents to provide HCS with demonstrated ability and expertise to develop, implement and manage a customized energy management and conservation program. Provider shall make recommendations; provide energy conservation program management, training, and subject matter expertise to develop a comprehensive Energy Conservation Program.

## BACKGROUND

### Hampton City Schools

Based on the Commonwealth of Virginia Department of Education's (DOE) 2011-2012 Fall Membership Report, Hampton City Schools (HCS) is the fourteenth largest school division in the Commonwealth with approximately 21,588 students. HCS is an urban school system educating children in 19 Elementary (includes 1 magnet & 3 fundamental schools), 5 Middle Schools (includes 1 fundamental school and 1 magnet school), 2 Combined Schools (PK-8), 4 High Schools, 1 3-8 Gifted Center, 1 Early Childhood Center and an Alternative Learning Campus. A listing of HCS and its locations may be accessed via HCS' official web site at <http://www.hampton.k12.va.us/>

## II. SCOPE OF WORK

Successful provider must possess demonstrated ability and expertise to develop, implement and manage a customized energy management and conservation program. Provider shall make recommendations; provide energy conservation program management, training, and subject matter expertise to develop a comprehensive Energy Conservation Program.

**Services** - The Provider will make assessments of current energy consumption, building occupancy patterns, equipment run times and settings, and staff routines and practices. Provider shall make recommendations on a range of cost effective service delivery options, staffing, processes and procedures that will ultimately produce a sustainable reduction in energy consumption. These recommendations and procedures will include a set of transition initiatives to ensure realized savings exceed program investment costs within twelve months of program implementation.

Scope of Services to be provided shall include, but are not limited to the following:

### Program Implementation

- a. Implementation of a formalized behavior-oriented energy conservation program. Proposal shall not include or depend on financing vehicles, installation of mechanically retrofitted devices or of computerized control systems. The program will be funded from our existing utility budget and an initial implementation period will exist where initial costs are deferred or minimized to ensure positive cash flow within a few months of program start. The overall program goal is a minimum 20% +savings.
- b. Proposal shall include an integrated approach to implementing a program that addresses both behavioral changes of occupants and energy users, as well as optimization of existing equipment and control systems. The program will **not** include replacement of mechanical equipment or lighting in the facilities. The emphasis of the program should be on changing energy attitudes, procedures, habits and routines.
- c. Provider will assist in hiring and training employee(s) to manage the energy education program. Salaries will be paid out of savings generated through the implementation of this program. The provider must demonstrate expertise in the selection of an Energy Manager. Selection of an Energy Manager will be a collaborative process between the provider and organization.

- d. Provider must conduct initial and follow-up onsite assessments of organization's facilities, providing a support team of specialists, engineers and other experts with collective experience in all aspects of energy management. Provider will deliver detailed savings recommendations specific to the organization's facilities on a continuous basis. All areas must fall within industry standards and guidelines for thermal comfort, air quality/ventilation, lighting, and safety standards.

## 2. Measurement and Verification

- a. Provider shall recommend energy tracking software to measure and verify (M&V) an accurate calculation of savings throughout the term of the contract. Organization will maintain the software license directly with the software vendor. Software must be commercially available, must include a component to calculate cost avoidance, and the methodology used to determine cost avoidance must adhere to the current IPMVP protocol.
- b. Provider shall certify that it has no ownership in the energy tracking software proposed for this project.
- c. The M&V training process must be conducted by a Certified Measurement & Verification Professional (CMVP) or an equivalent certified data expert from the Provider's staff. Our Energy Manager(s), with the provider's guidance and support, will build and maintain the energy consumption and other databases that are used to calculate savings in accordance with relevant industry standards. Savings results will be reported by our Energy Manager(s), with the provider's guidance and support, using the software.

## 3. Communication and Recognition

- a. Provide support for obtaining initial ENERGY STAR® building label recognition.
- b. Provide Public Relations and internal communications support for the effective communication of the energy program during all stages of implementation.

## 4. Ongoing Service

- a. Provide ongoing support in perpetuity at no additional cost beyond the end of the contract term. Support may include assessments, replacement of the Energy Manager(s), additional training of the Energy Manager (s), written materials and no-fee registration at annual conferences.

## **Fees**

1. The program shall be entirely self-funded. There will be no out of pocket startup cost to the organization.
2. All costs must be clearly identified in the proposal, and savings projections must be based on the most current actual expenditures.
3. The proposed solution must be guaranteed to generate enough savings to pay for itself within the first year of contract award, and for each year of the contract term.

## **Qualifications**

Your proposal certifies that your company:

- Provides services exclusively or primarily for K-12 Public Education or for similar complex environments.
- Has demonstrated experience as a firm delivering behavioral programs and services similar to the services sought by this RFI and that specifically do not depend on or involve improvements and installation of energy efficient lighting, HVAC equipment or computerized controls systems. Has devoted its business to the implementation of behavior-based energy conservation programs
- Is nationally recognized in its work in behavioral energy conservation programs
- Provides an energy program that is sustainable for the long term (10+ years) even after the period of full services from the provider are no longer necessary. Must include savings information from at least one 10+ year client to validate this qualification.
- Has references and case studies that demonstrate the provider's ability to implement long-term, successful behavioral energy conservation programs

Your proposal certifies that measurement and verification (M&V) will be conducted by Organization using an independent third-party measurement and verification (M&V) software company that:

- Has experience licensing agreements with similar organizations
- Is an EPA ENERGY STAR partner and has received national awards or recognition
- Has provided measurement and verification software to similar organizations
- Adheres to the International Performance Measurement and Verification Protocol (IPMVP) in calculating cost avoidance from energy conservation measures
- Provides an interface between its software and EPA's Portfolio Manager for ENERGY STAR reporting
- Is completely independent of Provider; i.e., no common ownership

### **III. SPECIAL INSTRUCTIONS TO THE OFFEROR**

#### **A. Definitions:**

Issuing Office:

Wherever used in this Request for Information, Issuing Office will be:

Doris McRae, CPPB  
Procurement Manager  
Consolidated Procurement Division  
Community, Municipal Services/Education  
1 Franklin Street, Suite 345  
Hampton, VA 23669  
Phone: (757) 727-2200  
Fax: (757) 727-2207  
Email: dmcrave@hampton.gov

#### **B. Contact with City/HCS Staff, Representatives, and/or Agents:**

Direct contact with City staff, representatives, and/or agents other than Consolidated Procurement Division staff on the subject of this RFI or any subject related to this RFI is expressly prohibited except with the prior knowledge and permission of the Purchasing Agent or designated representative.

**Respondents of Record:**

Respondents receiving a copy of this RFI from a source other than the Issuing Office, must contact the Issuing Office and provide Respondents name, address, contact person, telephone and fax number, and the RFI Item Number. Offeror will be added to HCS's Planholders' list and will receive notification of any addenda to the RFI.

**C. Questions:**

Respondents must submit questions regarding the Request for Information in writing to the Issuing Office at (757) 727-2207 no later than **4:30 PM EST, Wednesday, August 8, 2012**. Necessary replies will be issued to all Respondents of record as addenda that shall become part of the contract documents. Oral instructions do not form a part of the Information documents.

Offeror is responsible for checking the **Hampton/bids-contracts** web site or contacting the Issuing Office within 48 hours prior to Information closing to secure any addenda issued for this RFI.

**D. RFI Closing:**

Offeror shall ensure its Information is time stamped by the Issuing Office no later than the Closing Date and Time shown on the cover page of this Information for Information. Information received after the specified date and time (time stamped 3:01 P.M. or later) will not be considered and will be returned to the Offeror unopened.

**E. Information Submittal Requirements:**

1. Each Information submission shall be submitted to the Issuing Office and shall include the following documents:
  - a. The cover page of this Request for Information, which will contain:
    - 1) Original signature of an agent authorized to bind the company;
    - 2) Requested contact information;
    - 3) Company FEI/FIN number; and,
    - 4) Acknowledgment of any addenda on page one (1);
2. **Respondents are encouraged to submit their Information on recycled paper and to use double-sided copying.**
3. Information must be submitted utilizing the following requirements:
  - a. Respondents shall submit Information in a sealed envelope or package, and label the envelope or package with the Request for Information's item number and the name and address of the Offeror. **Information received by telephone, telegraph, facsimile, or any other means of electronic transfer shall not be accepted.**
  - b. Submit the original and **two (2) copies** of the Information.
  - c. All Information shall be received and time stamped in the Issuing Office no later than the Closing Date and Time shown on the cover page of this Request for Information. Any Information received after the specified date and time (3:01 PM EST or later) will not be considered and will be returned to the Respondent unopened.
  - d. Information must include all elements noted in the "Preparation of Information" section below.
  - e. Include a statement setting forth the basis for protection of proprietary information, if any, as detailed in the "Proprietary Information/Disclosure" section.
  - f. Information are to be organized in the following tabs:
    - Tab 1 – Experience
    - Tab 2 – Services to be provided
    - Tab 3 – Capabilities and Skills
    - Tab 4 – Costs
    - Tab 5 – Exceptions
    - Tab 6 – Proposed alternatives to HCS requirements

**F. Cost of Responding**

This solicitation does not commit the HCS to pay any costs incurred by the Respondent or any other party in the preparation and/or submission of proposals or in making necessary studies or designs for the preparation thereof, nor is the HCS obligated to procure or contract for such services.